

PERSONNEL BOARD MEETING SUMMARIZED MINUTES

Tuesday, June 6, 2017 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, member; Luis Zubieta, Member.

PRESENT: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, member; Luis Zubieta, Member (Arrived at 6:03PM); Gelien Perez, Human Resources Director; Owen Kohler, Assistant City Attorney; and Lucy Fernandez, Secretary.

AGENDA

1. Request to approve the minutes of the May 2017 Personnel Board meeting.

APPROVED 5-0. Motion by Mr. Carnevale. Second by Mr. Alvarez. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received May 2017.

1. Eduardo Salazar	Police Department
2. Sheila Miret-Diaz	Community Development
3. Alfredo Hernandez Jr.	Public Works
4. Fai Yeung	Fire Department

APPROVED 5-0. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

3. Report of Leave without Pay for May 2017.

SO NOTED.

4. Report of Civil Service Appointments for May 2017.

1. Arlene Cruz	Education & Community
2. Jorge Aguinalgalge	Parks & Recreation
3. Joel O. Jimenez	Streets Department
4. Ricardo Ledesma	Streets Department
5. Leydi Montenegro	Fire Department
6. Michael Trotta	Fire Department
7. Scott Grondin	Fire Department
8. Virgilio Gil	Parks & Recreation
9. Esteban Torres	Parks & Recreation
10. Adrian Perez-Mesa	Parks & Recreation
11. Julio Cesar Fernandez	Parks & Recreation
12. Yairi Fernandez	Parks & Recreation
13. Gian Barzaga	Parks & Recreation
14. Alice Arrieta	Parks & Recreation
15. Stephanie Lopera	Parks & Recreation
16. Gabino Perez Jr.	Parks & Recreation
17. Julio Esplugas	Parks & Recreation
18. Reina Reyes	Parks & Recreation
19. Marcus Martin	Parks & Recreation
20. Domanick Shabi	Parks & Recreation

PERSONNEL BOARD MEETING SUMMARIZED MINUTES

Tuesday, June 6, 2017 – 6:00 p.m.

21. Curtis Champion	Parks & Recreation
22. Christopher Castro	Parks & Recreation
23. Monika Cabrera	Parks & Recreation
24. Joel Rizo	Parks & Recreation
25. Ashly Deschapell	Parks & Recreation
26. Jose Ortiz	Parks & Recreation
27. Carlos Coronel	Fire Department

SO NOTED.

5. Report of **Civil Service Resignations** for May 2017.

1. Luis Rivera	Police Department
2. Yander Morgado	Police Department
3. Maydarling Castillo	Public Works
4. Yandier Hernandez	Police Department
5. Randy Seraphin	Police Department
6. Ernest D. Bandiera	Police Department
7. Sheila Tillman	Education & Community
8. Ray Millares	Education & Community
9. Jacquelyn Rivas	Fire Department
10. Leonel Jose Cobo	Police Department
11. Fernando Hernandez	Police Department
12. Robert Ferrer-Rojas	Parks & Recreation
13. Petherson Pampan	Public Works
14. Jorge E. Hernandez	Streets Department
15. Elizabeth Miro	Education & Community
16. Claudia Galazzi	Finance Department
17. Cadel Aldana	Parks & Recreation
18. Brenda Foster	Police Department
19. Vivian Rodriguez	Law Department
20. Tina Figueroa	Streets Department
21. Alfredo Martinez-Aparicio	Streets Department
22. Osvaldo Estrada Jr.	Police Department
23. Issiah Small	Public Works
24. Gino Ameneiro	Public Works
25. Laura J. Ramsay	Parks & Recreation
26. Marco Gonzalez	Fire Department
27. Michael A. Peeples	Fire Department
28. Sandra Matias	Community Development
29. Jonathan A. Almeida	Police Department
30. Vilner Eugene	Police Department
31. Arthur Fair	Fire Department

SO NOTED.

6. Report of **Maternal/Paternal Leave** for May 2017. **NONE**

7. Request to certify the Eligibility List of **Certified Police Officers**.

APPROVED 5-0. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

PERSONNEL BOARD MEETING SUMMARIZED MINUTES

Tuesday, June 6, 2017 – 6:00 p.m.

8. Request to certify the Revised Eligibility List for **Police Lieutenant.**

ITEM DENIED 5-0. Motion to deny by Ms. Pena. Second by Mr. Zubieta.
Passed by unanimous vote.

9. Request to approve the **revised** job description for the position of **Milander Center Director.**

Copy of **Revised** job description is attached.
Range 52 – \$1,418 – \$2,904 Bi-weekly.

APPROVED 5-0. Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.

10. Request to approve the **New** Civil Service classification and job description for the position of **Police Personnel Coordinator.**

Copy of **New** job description is attached.
Range 55 – \$1,785 – \$3,486 Bi-weekly.

APPROVED 5-0. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

11. Request to approve the **REVISED** Civil Service classification and job description for the position of **Police Professional Compliance Coordinator.**

Copy of **Revised** job description is attached.
Range 46 – \$979 – \$1,892 Bi-weekly.

APPROVED 5-0. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

12. Request to approve the **REVISED** Civil Service classification and job description for the position of **Police Business Manager.**

Copy of **REVISED** job description is attached.
Range 55 – \$1,785 – \$3,486 Bi-weekly.

APPROVED 5-0. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

13. Request to conduct a Civil Service examination for the **Fire Chief** position with the following criteria:

- a. In-house
- b. 70% Oral
- c. 30% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description is attached.
Range – Management

APPROVED 5-0. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

PERSONNEL BOARD MEETING SUMMARIZED MINUTES
Tuesday, June 6, 2017 – 6:00 p.m.

14. Request to hear **Unfinished Business.**

NONE.

15. Request to hear **New Business.**

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, August 7, 2017 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.